



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY



POLICY NUMBER: 9

DATE: 30 January 2003

SUBJECT: Annual Salary Increase and Performance Award Policy for Pay-Banded Nonappropriated Fund Employees (NF-1 to NF-5)

1. REFERENCES:

- a. AR 215-3, 10 September 1990, Nonappropriated Funds and Related Activities, Personnel Policies, and Procedures.
- b. Memorandum of Instruction, 98th Area Support Group, AETV-WG-J, 4 April 1995, Subject: Compensation of Nonappropriated Fund (NAF) Personnel.

2. PURPOSE: Conditions of this policy will be followed in annual salary adjustments and performance awards for Nonappropriated Fund employees in the pay bands of NF-1 to NF-5. It is intended to equalize NAF pay increases and performance awards with those available to Appropriated Fund employees.

3. SCOPE: This policy covers all pay-banded Nonappropriated Fund employees of the 98th Area Support Group.

4. APPLICABILITY: Provisions of the policy are to be observed and implemented by Base Support Battalion (BSB) commanders within the 98th ASG.

5. POLICY:

a. **ANNUAL PERFORMANCE SALARY INCREASES/PERFORMANCE AWARDS.** Annual performance salary increases/performance awards will be limited to a maximum of 3 percent salary increase or five percent lump sum in a 12-month period for employees receiving highest rating level (excellent).

b. **EXCEPTIONS.** Base Support Battalion (BSB) commanders desiring to reward highly exceptional performance with an award exceeding 5 percent may submit a request to the ASG NAF Performance Award Panel, which consists of the ASG Executive Officer, the ASG Director of Personnel and Community Activities and the ASG Civilian Personnel Officer. Exceptions approved by the Panel will be forwarded to the ASG Commander for final decision.

AETV-WG-J

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6. Points of contact are Margaret Strobel, 355-8352, email margaret.strobel@cpocur.army.mil, or Marsha Johnson, 351-4323, email: marshaj@xs1.mwr.army.mil.

7. This policy memo supersedes 98th ASG Policy Memo 9, dtd 7 June 2001.

“Team of Teams!”

//Original Signed//

DENNIS W. DINGLE
Colonel, AD
Commanding